

**DAFR4510 FAS HOLD FILE TRANSACTION REGISTER****Category:**

Financial

**Type:**

Requestable

**Design:**

Fixed

**Data Source:**

FAS history file

**Purpose:**

To present all FAS transactions for the current or prior month.

Transactions report by register numbers. Following is a register list:

- Registers:**
- 1** Acquisition (from STARS)
  - 2** Acquisition (from FAS)
  - 3** Replacement Revaluation
  - 4** Gain / Loss / Depreciation Removal
  - 5** Disposition
  - 6** Depreciation
  - 7** Adjustment to original amount (230R) *currently, not used*
  - 8** Non-financial Changes
  - A** Current Year Asset Removal
  - B** Prior Year Asset Removal
  - C** Add back a Asset Previously Removed

**Totals by:**

- Does not total amounts.

**Period Options:**Current Month  
(CM)Prior Month  
(PM)**Frequency Options:**

One-time

Daily

Weekly

Monthly

Period

Quarterly

Yearly

**Report Generate Date:**

Format: (MMDDYY)

**Note:** FAS has a processing schedule. The generate date must match a processing date for the report to generate.

**DESIGN OPTIONS****REPORT LEVEL – PAGE BREAKS:**

**Note:** This report will page break by transaction register numbers.

AGENCY SUFFIX

**Not used**

LOCATION / BUDGET UNIT

**Not used**

RESPONSIBLE NAME

**Not used**

CLASS CODE

**Not used****FILTERS – REDUCE THE REPORT SIZE:**Special Selection 1
   
**Not used; leave blank**Special Selection 2
   
**Not used; leave blank**Agency Suffix Range (ASX)
   
**Not used; leave blank**

### STATIC ELEMENTS IN THE REPORT

- |                         |                                  |
|-------------------------|----------------------------------|
| • Property number       | • Component number               |
| • Sequence number       | • Description                    |
| • Class code            | • Class code suffix              |
| • Location 1            | • Location 2                     |
| • Transaction amount    | • Acquisition method             |
| • Disposition method    | • Acquisition / disposition date |
| • Quantity              | • Disposition ‘%’                |
| • Current document      | • Ownership                      |
| • In-service date       | • Responsible last name          |
| • Comment               | • Fund / fund detail             |
| • Grant / grant phase   | • Project / project phase        |
| • PCA                   | • Index                          |
| • Purchase order number | • Serial number                  |
| • License number        | • Agency suffix                  |
| • FAS transaction code  | • Component number               |

SEE [DAFR4510](#) FOR AN EXAMPLE OF THIS REPORT

## Making a report request

To make a report request you may:



ACCOUNTING HELPLINE  
(208) 332-8827

E-MAIL

[DSAHELPLINE@SCO.STATE.ID.US](mailto:DSAHELPLINE@SCO.STATE.ID.US)

The information required making a report request include:

### Report Request Options

- ⇒ Report number
- ⇒ Reporting period
- ⇒ Request frequency
- ⇒ Report levels
- ⇒ Filters

### Report Distribution Options

Who the report goes to:

- Agency name
- Agency contact
- Special instructions

Where the report will print or be viewed?

How many copies?